

THE GROVE CLUB
JOB DESCRIPTION

Job Title: Beverage Cart Attendant

Department: Food and Beverage

General Summary of Duties

This position will be responsible for driving the beverage cart and preparing and serving snacks and beverages (both alcoholic and non-alcoholic) to members and their guests while on the golf course. We are looking for part-time or full-time candidates who can work consistently throughout the year (this is not a seasonal position).

Examples of Duties (including but not limited to the following)

- Establishes and maintains professional relationships with members and coworkers.
- Always displays the highest standards of service, greeting and welcoming members in a polite, gracious, and enthusiastic manner.
- Demonstrates professional conduct and proper etiquette.
- Drives and operates the beverage cart around the golf course, offering a selection of cold and hot beverages, snacks, and other items to members and guests.
- Prepares alcoholic and non-alcoholic beverages.
- Greets members and guests with a friendly and positive attitude, taking and fulfilling orders promptly, accurately, and courteously.
- Accurately charges member accounts for items served.
- Checks on the members to ensure satisfaction, comfort, and verify accuracy of services provided; adjusts and corrects as needed while communicating unresolved service flaws to his/her supervisor.
- Ensures the beverage cart is clean and stocked with an appropriate variety of beverages, snacks, and supplies; monitors inventory levels and replenishes as needed to ensure availability throughout the day.
- Complies with all food and beverage regulations.
- Adheres to golf course rules and etiquette while driving the beverage cart on the course, ensuring that golfers' play is not disrupted.
- Maintains compliance with applicable health, safety, food handling, and hygiene codes and standards.
- Performs other related duties as assigned.

Required Qualifications

- High school diploma or GED
- Must have a minimum of two (2) years' experience in a customer service-related field, preferably within the hospitality or club industry
- Positive attitude and excellent communication skills
- Proven ability to plan, organize, and execute requests
- Outstanding verbal and written communication skills
- Ability to work in a self-motivated environment with little supervision
- Ability to manage the administration of multiple tasks simultaneously
- Must obtain and maintain an ABC Card
- Standing, sitting, or walking for extended periods of time and ensuring a professional appearance in a clean uniform are also required

Position Details

- Job Types: Part-time, Full-time
- Pay: Hourly Wage + Tips
- Location: College Grove, TN: Reliably commute or planning to relocate before starting work (Required)
- Work Location: In person

This job description is not intended to cover or contain a comprehensive listing of all activities, duties or responsibilities that may be required.